

**UNITED STATES DISTRICT COURT
OFFICE OF PROBATION/PRETRIAL SERVICES**

FRANK E. MOSS COURTHOUSE
SALT LAKE CITY, UTAH 84101

VACANCY ANNOUNCEMENT

WEB DEVELOPER

02-UTP-2012

OPEN DATE: MARCH 23, 2012

CLOSE DATE: OPEN UNTIL FILLED
(PREFERRED BEFORE APRIL 13, 2012)

The U.S. Probation and Pretrial Services Office for the District of Utah is seeking applications from qualified candidates for the position of a full time Web Developer in the Salt Lake City office. The position is a Court Personnel System Classification Level 27, with a salary of \$45,928 - \$74,628 depending on qualifications.

POSITION OVERVIEW:

The successful candidate will work in a team environment providing support to the staff of the U.S. Probation and Pretrial Services Office. The incumbent is responsible for overseeing the development and continuing maintenance of office internal and external website's in a manner that is consistent with the court's vision, mission and end-user needs. The successful candidate will analyze the needs requirements for developing and designing internet/intranet web based information delivery systems including interfaces with existing proposed databases used throughout the probation office. The incumbent reports directly to the Technology Enhancement Unit Manager.

RESPONSIBILITIES & DUTIES:

- Provide technical support of the office's web sites, including underlying tree structures to multiple internal web sites, web pages, and/or applications.
- Develop, operate, and maintain all office web sites and pages using established web technologies and programming languages.
- Coordinate all web development efforts, analyzing user needs and software requirements.
- Determine feasibility of design within time and cost constraints for new or revised web pages or application access.
- Work closely with probation staff to identify and define web site content and perform conversions of existing information into web format. Convert end user processes and procedures into a more intuitive form. Use multi-media, graphic software, and other tools to redesign information into a more understandable form for web dissemination.
- Develop web-based applications and databases using Open Database Connectivity and client/server techniques.
- Analyze and assess the existing web structures, requirements, and technological developments to ensure full performance of the web sites.
- Confer with end users, both internal and external, to position the office for current and future web technologies.

- Write code to specifications. Prepare and maintain the documentation of all locally-developed software used at the site. Develop custom reports. Prepare flow charts. Perform routine testing.
- Install or assist in the installation of new or revised releases of national systems.
- Work within AO policies and guidelines for Internet and Intranet sites, along with other federal guidelines and requirements.

MINIMUM REQUIREMENTS:

Minimum qualifications for this position require a high school diploma or the equivalent and at least three years of specialized experience with web development. Excellent troubleshooting and communication skills (both written and verbal). A bachelors degree from an accredited college or university in computer science, information management or a related field is preferred. Experience with Sharepoint, ASP or SQL 2000 is also preferred.

General knowledge of the functions and procedures of the court unit. Thorough knowledge of computer processes and capabilities, including programming languages and database management. Ability to communicate with and train unit staff. Ability to perform routine hardware maintenance. The incumbent must possess analytical skills. Ability to assimilate all the up-to-the-minute technologies related to Web design and implement them to the probation office's vision. The incumbent must possess excellent communication and interpersonal skills. Applicants should be well groomed and exhibit professional appearance.

EMPLOYEE BENEFITS:

The position falls within the Judicial Branch of the U.S. Government. Some of the benefits of this position include:

- 13 days paid vacation per year for the first 3 years of employment, and up to 26 days per year thereafter, and 13 paid sick leave days per year.
- Participation in the Federal Employees Retirement System, life insurance options, Flexible Benefit Plan options, Thrift Savings Plan, and Social Security.
- Participation in the Federal Health Insurance Program.
- 10 paid holidays per year.

APPLICATION PROCEDURE:

Qualified candidates are invited to submit by mail, email or in person an application packet. The application packet must include a cover letter, résumé, Application for Judiciary Employment (AO-78) and a supplemental statement explicitly addressing the following Knowledge, Skills, and Abilities (KSAs).

- Identify your knowledge, skills and abilities associated with web development including development languages, general office applications and database management used within the previous five years. Indicate your level of proficiency and years of experience with each.

Please ensure that your supplemental statement addresses the KSA and is no more than one page. Failure to specifically address this item will result in the application being disqualified.

The application form AO-78 is available via the court's web site <http://www.utd.uscourts.gov> or at the address listed below from 9:00 a.m. to 5:00 p.m. Monday - Friday. Application packages in PDF format may

be emailed to: utd_humanresources@utd.uscourts.gov . This position is open until filled. Application packages received before April 13, 2012, will be given preference. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview and testing. Expenses associated with travel for interviews will not be reimbursed. All applicants scheduled should advise the Human Resources Office if an accommodation is necessary to interview.

INFORMATION FOR APPLICANTS:

All application information is subject to verification. Appointment to this position is contingent upon a background investigation including an FBI fingerprint check. The Web Developer serves at the pleasure of the court and is an 'at will' employee and can be terminated with or without cause. The U.S. Probation and Pretrial Services Office requires employees to adhere to a Judicial Code of Conduct. The Federal Financial Reform Act requires direct deposit of federal wages for all employees. Applicants must be United States citizens or be eligible to work in the United States.

Please submit completed application packages to:

**U.S. Probation and Pretrial Services Office
Frank E. Moss Federal Courthouse
Attn: Human Resources
350 South Main Street, Ste 160
Salt Lake City, UT 84101**

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER